



Your Experience Can Make The Difference

Program Analyst/Management Analyst – SV-343-F/G

As an entry-level Program Analyst at TSA, you will use your knowledge of TSA programs and initiatives to perform a mixture of duties related to your program office. This is a wide ranging occupation, and the duties will cover a variety of work assignments in support of the organization's mission, vision, and goals. The work of a Program Analyst generally includes working as a part of a team to support programs, studies, and analysis; researching best practices and regulations to recommend approaches or solutions to problems or concerns; providing guidance and advice to internal customers; and assisting higher-level workers in the design and conduct of management studies.

Qualifications:

F–Band: Candidates must have at least three years of qualifying general experience. Qualifying general experience includes performing duties associated with analyzing problems to identify significant factors; gathering pertinent data and recognizing solutions; planning and organizing work; and communicating effectively orally and in writing.

OR have completed a four-year course of study leading to a bachelor's degree in any field.

OR have an equivalent combination of qualifying education and experience.

G–band: Candidates must have at least one year of specialized experience comparable in difficulty to the F-Band (GS-9) level in the Federal service. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this position **and must include experience in conducting analysis and tracking of projects or programs including budget, costs, schedules, and milestones to ensure adherence to established effective and efficient processes and activities.**

OR have completed a Ph.D. or equivalent doctoral degree or three full years of progressively higher level graduate education that provided the knowledge, skills, and abilities needed for successful performance in this position.

OR have an equivalent combination of qualifying education and experience.

For more information about the Career Evolution Program, please visit www.tsa.gov/CEP
www.tsa.gov/CEP • NewHorizons.CEP@dhs.gov

TSA is an Equal Opportunity Employer: All qualified candidates will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, personal favoritism, protected genetic information, or other non-merit factors.



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